

**Archival Review Board**  
September 26, 2019, 3:00 p.m.  
(via telephone conference call)  
Meeting Minutes

Participating: Member Katherine Cocklin attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb. Members Richard Lieberman and Yasmin Ramirez joined the meeting via conference call.

**Agenda Item 1: Review and Acceptance of minutes of meeting 2019-08-06:**

Commissioner Toole asked if Board members had reviewed the circulated minutes. Richard Lieberman said he had not yet had a chance to do so and it was agreed to postpone acceptance until the next meeting. Commissioner Toole noted that member Chris Moore was not doing well and cannot continue on the Board. The City Council will identify a new candidate.

**Agenda Item 2: Final version of the 2018/19 ARB report:**

Commissioner Toole said that Sylvia Kollar had incorporated the comments into the report. Katie Cocklin noted that the percentages on the acquisitions page (3) totaled 101%. Commissioner Toole asked members to submit any final comments by c.o.b. September 27. Richard Lieberman said the report looked beautiful and suggested that it would be a good idea to forward it to the chairs of the history departments at CUNY, as well as the Columbia City Seminar.

**Agenda Item 3: Processing project updates:**

Sylvia Kollar presented a progress report on current processing projects:

- “Old Town” ledgers: conservators are surveying the collection and a treatment project proposal had been submitted to the New York State Library Conservation/Preservation program;
- Manhattan building plans: additional rolled plans had been located in the Queens storage facility and would be incorporated into the larger collection; collection processing is on-going;
- Queens Borough President photographs: digitization of the images is nearing completion.
- New York District Attorney Record of Cases (docket books): digitization of the ledgers is also nearing completion;
- WNYC and Channel L Working Group films: the New York State-funded digitization project has commenced;
- Handschu (NYPD special investigations) records: processing nearing completion.

Yasmin Ramirez inquired about the subject of the WNYC films; Ms. Kollar responded that they were primarily talking heads in studios and added when the reformatting was completed they would be made available via the DORIS online photo gallery.

**Agenda Item 4: New archives facility move preparation:**

Commissioner Toole said she had been inspired by Richard Lieberman’s facility in designing the new Archives facility. Once the contractor is selected, the build-out should proceed quickly.

Seven temporary staff have been hired to prepare materials for the move. Commissioner Toole added that Richard Lieberman's suggestion to document activities was a good one. Sylvia Kollar said that was already taking place and would serve as a model for other institutions.

**Agenda Item 5: Deaccessions:**

Commissioner Toole described the project to appraise materials that had been transferred into the off-site facility over the years, stored on pallets, but never inventoried or accessioned. Materials identified as non-archival would be disposed. A similar project was taking place to inventory mayoral gifts. Sale of non-historical items will help replenish the Municipal Archives Reference and Research Fund. All project activities will be documented.

Richard Lieberman said it might be a good idea to start discussions with the current administration regarding photographs and records. Kate Cocklin said these discussions were already underway.

**Agenda Item 6 -Set Next Meeting Date/Time**

Wednesday December 12, 2019 was set for the next meeting.